



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Mechanic – Heavy Diesel (Apprentice)

Directorate	Infrastructure Services
Location	Grenfell (Depot)
Classification/Grade/Band	Trainee Band under Local Government Award 2023
Position Code	Full-time (38 hour week)
Traineeship	Up to four years
Date position description approved	16 May 2025

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

To effectively complete an apprenticeship in Apprenticeship in Heavy Commercial/Agricultural Machinery and Motor Mechanics and ensure performance of a range of maintenance and servicing activities within the Plant Workshop and at operational sites as required.

Key accountabilities

Within the area of responsibility, this role is required to:

- To effectively complete a Certificate III in Mobile Plant Technology (AUR31220) during an apprenticeship of up to four years.
- Assist in the repair and maintenance of heavy plant, light fleet vehicles, light machinery and minor equipment to meet Works requirements in the workshop or at operational sites.
- Assist with periodic scheduling and record keeping of servicing.
- Ensure Workshop housekeeping, maintain tools and equipment in clean and safe manner is performed on a daily basis.
- Operate plant and equipment as required and in accordance with licensing requirements within the Council Depot or out on site.
- Assist with Workshop inventory on a regular basis, including email and phone communication to internal staff and external suppliers.
- Ensure risk assessments are completed for all activities and compliance with WHS policy, procedures, legislation and SWMS.
- Be sufficiently fit to assist with any rescue action that might be required during duty.
- Assist with the Depot and Yard duties.
- Undertake ad hoc duties as required to contribute to the achievement of the workshop, depot and yard initiatives.

Key challenges

- Course attendance and completion satisfactorily.
- All repair and maintenance work is carried out in a timely and effective manner.

Key internal relationships

Who	Why
Workshop Supervisor, Works Coordinator, Mechanics and other Depot and Works staff/Plant Operators and Gangers and Stores staff. Director of Infrastructure Services, Payroll, Human Resources.	Effective completion of duties.

Key external relationships

Who	Why
Rural Fire Service, parts suppliers, TAFE	Effective completion of assigned duties.

Key dimensions Decision making

In accordance with Council's Delegations Register.

Reports to

Workshop Supervisor

Mentors and support

Mechanic
Works Coordinator
Director of Infrastructure Services
Infrastructure Services Team
General Manager
Human Resources Specialist

Essential requirements

C Class Driver's License (Provisional Licence is acceptable)

Desirable requirements





Basic computer literacy and technical orientation
White Card
Apprentices in first/second/third year also welcome to apply

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and cooperative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solutions
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these

CONDITIONS OF EMPLOYMENT

Mechanic – Heavy Diesel (Apprentice)

1. The Candidate must be enrolled into a Certificate III in Mobile Plant Technology (AUR31220) upon commencement and to complete this within a four (4) year period.
2. Appointment of the position is subject to an approval of the Training Contract that Council will submit to the relevant agency for approval.
3. Employment beyond the training period upon successful completion of training is not guaranteed.
4. Commencement of this traineeship is expected to occur in July 2025.
5. All conditions in the Local Government Award 2023 apply to the person appointed to this role.

HOW TO APPLY?

How can I ensure I submit the best application possible?

So that your application is competitive, ensure that you submit a current resume, at least two referees with current contact details. You should provide a short cover letter that addresses the key accountabilities for the role, essential criteria and desirable criteria. As this is a traineeship/apprenticeship opportunity, you may want to consider how you would undertake the position by looking at the key accountabilities and address this in your covering letter as we understand you may not have had prior experience.

When will I be notified of the outcome of the selection process?

Applications are considered against the position description and, if successful, interviews are offered shortly after the advertised closing date. All applicants who did not gain an interview, are notified via mail at this stage. If you are the successful applicant, you will be contacted via phone. All unsuccessful applicants who were interviewed will be notified in writing.

How do I know if I have been offered an interview?

If successful in the selection process, Council will contact you to arrange a suitable time for an interview shortly after the application closing date.

What do I do if I have left something out of my application?

Information can be added to your application at any time until the closing date. After this time, if you are successful in gaining an interview you can bring any additional information to the interview.

Who can I contact if I have questions relating to the role?

You can contact us on mail@weddin.nsw.gov.au. Please put the position title in the subject heading.

Where do I submit my application to?

Applications, addressed to the General Manager should be submitted by **5:00pm on Tuesday 10 June 2025** by post to Weddin Shire Council, PO BOX 125, Grenfell NSW 2810 or delivered to Council's Administration Building at 73 Camp Street, Grenfell NSW 2810 or by email to mail@weddin.nsw.gov.au.